⊥ 3 OCT 1968

MEMORANDUM FOR: Special Assistant to the Deputy Director for Support

SUBJECT   : Support Services Resignation Cases

REFERENCE   : Memo for DD/S Office Heads fr SA-DD/S,
                  dtd 7 Oct 68, same subj

1. The following information outlines the handling of SP resignation
cases which are not in the "solicited" category:

    a. The employee, when announcing his resignation, advises
his immediate supervisor and either submits a letter of resigna-
tion or signs the reverse side of a Form 1152, Request for
Personnel Action, indicating the reason for the resignation.
The immediate supervisor discusses the resignation with the
employee, but unless the employee's work performance or the
reason for resignation suggests otherwise, the supervisor does
not prepare a separate memorandum.

    b. In addition to the interview by the immediate supervisor,
the employee is interviewed by the Career Management Officer if the
reasons for the resignation suggest that this is appropriate. In
such cases, the employee may also be interviewed by the Head of the
Career Service. In all cases, a pre-exit interview with a member
of the Personal Affairs Branch is scheduled for the employee within
two weeks of the employee's last working day. Records available to
the interviewers are the employee's resignation memorandum, the
Personnel Action (Form 1152), and the employee's Official Personnel
Folder, if needed.

    c. The interviewer in the Personal Affairs Branch (Office of
Personnel Exit Processing Unit) prepares a Report of Separation,
Form 971a, on all individuals leaving the Agency. This report is
filed in PAB for "record purposes" only. It is neither forwarded
outside PAB nor used as a "feedback" document. However, PAB also
prepares a one-paragraph summary on all GS-12 and above resignees
(including Career Trainees) which is forwarded quarterly through
the Deputy Director for Support to the Executive Director-Comptroller.
After his review, the report is separated by Directorate and dissem-
inated to the appropriate Deputy Directors.

      d. Aside from the reporting procedures noted above, there are no substantive differences between the handling of professional and non-professional employees.

2. Resignation statistics for FY 66, 67, and 68 is attached.

3. Happily, none of the SP resignation cases were "comers".

25X1

Robert S. Wattles
Head of the Personnel Career Service

Att.

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM

UNCLASSIFIED		CONFIDENTIAL	⌄	SECRET

OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	SA-DD/S ATTN:		
2	2F 20 HQS		
3			
4			
5			
6			

ACTION	DIRECT REPLY	PREPARE REPLY
APPROVAL	DISPATCH	RECOMMENDATION
COMMENT	FILE	RETURN
CONCURRENCE	INFORMATION	SIGNATURE

Remarks:

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.   18 OCT 1968   DATE

Director of Personnel 5E 56 Hqs

(40)

FORM NO. 237   Use previous editions   GPO : 1968 O - 297-542
1-67

RESIGNATION STATISTICS

SP CAREER SERVICE

	FY 1966			FY 1967			FY 1968		
	Solicited	Unsolicited* Valid/Quest.		Solicited	Unsolicited* Valid/Quest.		Solicited	Unsolicited* Valid/Quest.	
Professional	1	6	4	0	5	2	1	7	3
Non-Professional	1	16	20	0	15	32	1	9	26
TOTAL	2	22	24	0	20	34	2	16	29

* Unsolicited resignations for reasons considered "valid" or "questionable."